

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
Child and Family Services Agency



**DETERMINATION AND FINDINGS  
FOR A  
SOLE SOURCE PROCUREMENT**

**CONTRACT NO:** DCRL-2020-C-0163  
**CAPTION:** CFSA Organizational Infrastructure Improvement Project FY-21  
**PROPOSED CONTRACTOR:** Sivic Solutions Group, LLC. (SSG)  
**PROGRAM AGENCY:** DC Child and Family Services Agency

**FINDINGS**

**1. AUTHORIZATION:**

DC Official Code § 2-354.04, 27 DCMR 1304 & 1702.

**2. MINIMUM NEED:**

The Child and Family Services Agency (CFSA) has an immediate and continued need for the current contractor to continue providing Hosting, Level 1 & Level 2 Support and Software Maintenance of its already implemented web-based information technology solution which has automated the CFSA Title IV-E claim, and captured service, expenditure and outcome data associated with CFSA programs on which claiming is based, such as the Title IV-E Waiver demonstration project, and contracted provider data. The Contractor shall also continue to provide expert technical assistance and strategic support, as well as quality assurance oversight to maintain the successful outcome of this critical information technology system by providing regular and periodic assessments of the system.

**3. ESTIMATED REASONABLE PRICE:**

**\$136,992.00**

**4. FACTS THAT JUSTIFY SOLE SOURCE PROCUREMENT:**

- (a) The proposed contractor, Sivic Solutions Group, LLC., owns the intellectual property rights of these products and is the sole distributor and operator of these products.
- (b) The current hosting web-enabling system which is currently in use must remain fully operational without interruption, which would require continued services from Sivic Developers, their operations and help desk staff that is located in Utica and, New York
- (c) The proposed contractor is very aware of the services to be provided, is very capable of performing these services, and is currently performing these services.

**5. CERTIFICATION BY AGENCY HEAD:**

I hereby certify that the above findings are true, correct and complete.

\_\_\_\_\_  
Director, CFSA

\_\_\_\_\_  
Date

**6. CERTIFICATION BY CONTRACTING OFFICER:**

I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source method of procurement under the cited authority. I certify that the notice of intent to award a sole source contract was published in accordance with 27 DCMR 1304 and that no response was received. I recommend that the Chief Procurement Officer approve the use of the sole source procurement method for this proposed contract.

\_\_\_\_\_  
Agency Chief Contracting Officer

\_\_\_\_\_  
Date

**DETERMINATION**

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive solicitation process under either Section 402 or 403 of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Law 18-371; D.C. Official Code § 2-354.02 or 2-354.03). Accordingly, I determine that the District is justified in using the sole source method of procurement.

\_\_\_\_\_  
Agency Chief Contracting Officer

\_\_\_\_\_  
Date